

Request Form for Obtaining Documents from Academic Section

(To be filled by Student / Alumnus)

1. Full Name (in CAPITAL): _____
2. Roll No.: _____
3. Programme: _____ Branch _____
4. School: _____
5. E-mail Address: _____
6. Mobile No.: _____
7. Father's Name: _____
8. If alumnus, specify year of completion: _____
9. Document(s) required:

Document(s) required	No. of copies
a) Duplicate Provisional Certificate.	
b) Certified copy of the Degree Certificate (enclose photocopy of degree)	
c) Duplicate Degree Certificate (enclose copy of FIR, Affidavit, etc.)	
d) Additional Transcript.	
e) Duplicate Grade Card (mention the Semester)	
f) Verification of Degree Certificate, Transcript, Grade Card, JEE Rank, Bonafide Certificate, Membership of any Institute body, etc. (enclose photocopy of the required document)	
g) Bonafide Student Certificate. (Mention the Purpose:)	
h) Certificate of medium of instruction in English.	
i) Any other document(s):	

Mode of receiving documents:

- a) I want to collect the document in person / through authorized person (enclose authorization letter)
- b) Please send the document via registered post on my address (as mentioned below).

10. Permanent / Correspondence Address:

Pin Code: _____

11. I certify that the prescribed amount has been paid:

- i. For the document(s) : Rs. _____
- ii. For Postal charges : Rs. _____

Total (in words):Rs. _____

13. Details of payment:

- Online Transaction / UTR No. _____ date _____ Bank & branch _____.

(Enclose print out of the receipt / transaction. Application will be processed only after confirmation from accounts section.)

Date: _____

Signature of the Student/Alumnus

(Please see overleaf / visit <https://academics.iitmandi.ac.in/> for charges/process details)

Charges for Obtaining Authenticated Documents from IIT Mandi			
Before completion of Degree requirements			
SR. No.	Document Type	Charges (in Rupees per copy)	Tentative time required to prepare the document
1	Transcript	Rs. 500	05 days [^]
2	Verification of JEE rank, Grade Card, Membership of any Institute body*, etc. (for each individual certificate)	Rs. 1000	05 days [^]
3	Duplicate/Additional Grade Card	Rs. 1000	03 days [^]
4	Bonafide Certificate /Noc for any purpose	Rs. 200	03 days [^]
5	Certificate of medium of instruction in English	Free if downloaded from the website. Rs.200(personalized)	03 days [^]
6	CGPA to Percentage Conversion Certificate	Free if downloaded from the website. Rs.200(personalized)	03 days [^]
7	Migration Certificate	Rs. 1000	04 days [^]
8	Certificate of fee structure	Free if downloaded from the website. Rs.200(personalized)	04 days [^]
9	Any other certificate not mention above which needs personalized information and which is to be officially issued	Rs. 200	04 days [^]
[^] subject to the availability/confirmation from concerned departments/sections.			
Processing, Handling, Shipping and other charges extra (Shipped only by India Post)			
After completion of Degree requirements			
SR. No.	Document Type	Charges (in Rupees per copy)	Tentative time required to prepare the document
1	Provisional Certificate	Free	NA
2	Duplicate Provisional Certificate	Rs. 1000	03 days [^]
3	Degree Certificate - in person	Free	NA
	Degree Certificate - in absentia	Free	
4	Certified Copy of the Degree Certificate	Rs. 1000	03 days [^]
5	Duplicate Degree Certificate (In case of loss/change of credentials/change of name, etc.)	Rs. 5000	
6	Transcript (One complimentary copy will be issued to the graduating students)	Free	NA
7	Duplicate or additional Transcript	Rs. 1000	03 days [^]
8	Duplicate or additional Grade Card	Rs. 1000	03 days [^]
[^] subject to the availability/confirmation from concerned departments/sections.			
Processing, Handling, Shipping and other charges extra (Shipped only by India Post)			
Processing, Handling, Shipping and other charges (Shipped only by India Post)			
1	Handling and Shipping charges levied for sending documents within India.		Rs. 500/-
2	Handling and Shipping charges levied for sending documents outside India.		Rs. 2000/-
3	Additional charges to be levied for sending documents via electronic mail/ collecting documents in person, or through a representative*		Free
4	Additional charges to be levied for sending documents to anyone outside the Institute via electronic mail#		Rs. 200/-
5	Charges to be levied for the dispatch of the Degree certificate with a folder (these charges are in addition to handling and shipping charges as in points 1 & 2)		Rs. 1000/-
# The institute will not be responsible for retaining the physical copy in case documents are sent via email.			
*For sending the documents via post, handling & shipping charges shall be applicable as in points 1 & 2 above.			
Disclaimer:- IIT Mandi encourages students to collect their final documents in person or through any representative. But in case of speed post, the institute will not be responsible for any damage, theft or loss to the documents.			
Document retention charges after convocation:- Up to one year from convocation, there will be no charge. Thereafter, late collection charges shall be levied @ ₹ 1000/- per year for each document.			
Note: Charges for any other documents not listed above will be recommended appropriately and will be levied after obtaining Director's permission. The mentioned charges are valid till the next review.			

PAYMENT OF CHARGES

The amount, in total, may be paid through Net Banking by transferring/depositing the total amount in the bank account as detailed below:

A/C Name : IIT Mandi
Account No. : 31310230679
IFSC Code : SBIN0013711
Bank : State Bank of India
Branch : IIT Mandi Branch

The applicant should mention the UTR/Bank Transaction ID in the application form.

The application form, complete in all respect (along with the required enclosures) may be submitted/sent To:

The Deputy/Assistant Registrar (Academics)
Indian Institute of Technology (IIT) Mandi,
A7, North Campus District: Mandi
Pin Code – 175075 (Himachal Pradesh)
Phone: 01905-267073, 267063
E-mail: acadoffice@iitmandi.ac.in, aracad@iitmandi.ac.in